



WESTBOROUGH AFFORDABLE HOUSING TRUST
MEETING MINUTES: Public Session
9:00 AM on Thursday June 8, 2023
Memorial Hall in Town Hall
34 West Main Street, Westborough, MA

Please note that:

- *Times are approximate and agenda items are subject to change.*
- *This meeting will be recorded and broadcast by Westborough TV.*

9:03 AM - Call to Order

- Mr. Behn called the meeting to order and noted the meeting is recorded and broadcast by Westborough TV.
- Present: Armitage (Remote), Behn, Edinberg, Rauch, Storm
- Absent: Salsman, MacLean

9:03 AM - Approval of Minutes

- For the May 19, 2023 minutes, Mr. Behn noted a misspelling on page 2 and a typo ("and" instead of "an") in the last item before adjourning.
- Mr. Rauch moved to approve the minutes of May 19, 2023, as amended. Ms Storm seconded. Roll Call Vote: Armitage, Behn, Edinberg, Rauch, and Storm voted yes. Motion passes 5-0 with 5 being present.
- Ms Storm moved to accept the minutes of June 2, 2023, public session, as presented. Ms Armitage seconded. Roll Call Vote: Armitage, Behn, Edinberg, Rauch, and Storm voted yes. Motion passes 5-0 with 5 being present.

9:05 AM - Appointment of Trustee to the Community Preservation Committee

- Mr. Behn provided an overview of the role of the Community Preservation Committee (CPC) and the need for a Trustee to be a member of the committee, per the bylaw.
- Mr. Rauch moved to appoint Mr. Behn as the Westborough Affordable Housing Trust's representative on the Community Preservation Committee. Ms Armitage seconded.
- Roll Call Vote: Armitage, Behn, Edinberg, Rauch, and Storm voted yes. Motion passes 5-0 with 5 being present.

9:15 AM - Discussion of Trust Roles and Responsibilities and the Housing Partnership Committee

- Mr. Edinberg provided a review of a meeting attended with Mr. Behn, the Town Manager, Town Planner, and Director of Community Development. The meeting discussed a number of roles and responsibilities related to Affordable Housing that are managed across departments and committees. The discussion centered on which of these can and should be delegated or



transferred to the Trust as a means to improve communication, oversight, and the flow of information. See the Memo dated June 5, 2023, from Mr. Edinberg to the Trustees for details.

- The Trustees discussed changing the Housing Partnership Committee (HPC) to be a subcommittee of the Trust. Discussion points included how this change could simplify the number of committees and reduce some redundant responsibilities. Mr. Edinberg noted that this is within the allowed responsibilities of Trusts, per Mass General Law. This change would require a modification to the Town Charter, as the Select Board is the current appointing authority. The Trust would also add the function to the Declaration of Trust, which would be updated with the Registry of Deeds for Southern Worcester County. Ms Storm asked about the potential commitment to the Business One-Stop program and the Planning Board. Mr. Edinberg noted that the Trustees could appoint residents to serve on the HPC and share the workload.
- Mr. Edinberg introduced the power for Right of First Refusal on Local Initiative Program homes up for resale. The Select Board may delegate this responsibility or ask the Trust to make recommendations. Ms Storm seconded. Mr. Rauch is aware of other Trusts that have this responsibility. Ms Storm is supportive as is Ms Armitage.
- The Trust would also take over review and approval of SHI refinancing capital improvements. Mr. Edinberg reviewed the process and the need for the Town to verify the owner and DHCD have correctly reviewed the refinancing and/or capital improvement terms and conditions.
- SHI lists are published annually by the Commonwealth. The suggestion is that the Trust review and identify corrections as the list is published each year. This responsibility is currently with the Town Planner.
- With respect to affordable rental monitoring, the Town is the monitoring agent for 3 apartment developments. Currently done by the Town Planner, the Trust would confirm that the proposed rents are within HUD and state regulations.
- The changes would include other rights of first refusal. The Trust, by policy, would participate in providing feedback to the Select Board for other instances when the Town as a right of first refusal. Removing a Chapter 61 agriculture restriction is one such example. The Trust would evaluate housing potential as other committees look at recreation, open space, etc.
- Mr. Rauch moved that the Chair or a designee proceed working with town officials to make the proposed changes, per the memo dated June 6, 2023.
- Roll Call Vote: Armitage, Behn, Edinberg, Rauch, and Storm voted yes. Motion passes 5-0 with 5 being present.

9:31 AM - Update: RFP 23-0400 for the Sale and Redevelopment of 3 Baylor Ave

- Mr. Behn provided update as responses to the RFP are due on Friday June 9, 2023, at 11:00 am. The responses will be received and logged. Copies will be available for Trustees and must be signed for by each Trustee for tracking.
- Mr. Edinberg offered to prepare and distribute scoring matrices.

9:35 AM - Project: Rogers Rd / WHA

- Mr. Rauch noted that the Trust has 2 efforts in progress with the Westborough Housing Authority (WHA): (1) Assisting the WHA is installing a lift at 2 Rogers Rd and adding sprinklers to the building; and (2) Development of new housing.



- Mr. Rauch toured the facility with the building inspector and fire inspector with respect to adding a lift to the building. To move forward, the WHA need a structural assessment and plans. WFD also wants the WHA to update the emergency evacuation plan for the building and being the process of adding sprinklers to be added into the building.
- Mr. Rauch noted that Linda Strand retired. The WHA hired a new director, Cathy Valliant.
- Mr. Rauch and Ms Storm met with Maureen Johnson. Ms Johnson and Joan Pavolis were identified by the WHA board to work with the Trust on the development opportunities. Mr. Rauch reported that the meeting was productive. Ms Pavolis was unable to attend. Ms Johnson provided an overview of the current operations and focus and directions of the WHA board. Ms Storm noted Ms Johnson was very receptive to the WHA working with the Trust and to collaborate on projects and opportunities. She is very interested in exploring how we can best create additional affordable housing. Ms Storm also expressed some concern from the WHA board about the impact of adding additional units to the WHA. Ms Johnson is open to discussing and understanding options and implications.

9:50 AM - New Logo Design - Chris Martin and Peter Glenn from WHS

- Mr. Glenn from Westborough High School joined the meeting. Edinberg reviewed the process to date. Mr. Glenn presented the initial six designs, the feedback shared, and presented candidate final designs. Mr. Glenn noted he can make final edits and clean up a few lines. He suggested adding/moving windows and adding a door under the "H" as an example of final elements.
- Ms Armitage liked the idea of adding a door within the "H" and felt positive about the color scheme. Ms Storm likes the color diversity, even though we may need a single/dual color version for some uses. The tree adds a nice element so the design is not too industrial looking.
- Mr. Behn noted that the yellow background outlining the text below the image; he suggested using it as a framing color for the logo in its entirety. Mr. Glenn indicated he can provide versions with a different treatment of the yellow, maybe as a sidewalk element or a solid background for text (or white background). Ms Armitage likes a yellow line as a sidewalk between the graphic and the text, rather than highlighting the text. Mr. Edinberg asked about with and without highlight and adding a door in the "H".
- Trustees agreed with this next round of changes.

10:05 AM - Project: Discussion: First Time Homebuyers Program

- Mr. Edinberg provided a quick update on the program, noting that we received advice from town counsel regarding offering the program to Town employees. Additional work with the Ethics Commission is needed. Massachusetts Housing Partnership (MHP) has been contacted to get sample documents we can use as templates.

10:08 AM - Project: High Street Extension

- Mr. Edinberg asked the Trust to decide to ask the Select Board for permission to assess the property. He shared a presentation for the Select Board. The goal is to gain permission to evaluate the property at 45 High Street Extension. Mr. Rauch confirmed that we are looking for rights to inspect, not begin a project, and noted that the property has some challenges.



- Mr. Behn noted that if this property is viable, we may have a benefit to combine this with 6 Beach Street as a single project over 2 sites.
- Mr. Behn suggested the Mr. Rauch and Mr. Edinberg make the presentation. Trustees concurred.

10:14 AM- Enter Executive Session

- Mr. Edinberg moved the Trust enter Executive Session per M.G.L. c30A, Section 21(a)(6) to consider the purchase, exchange, lease, or value of real estate: 6 Beach Street, Westborough, MA; and per M.G.L. c30A, Section 21(a)(7) to act under the authority of the Select Board to approve executive session minutes of June 2, 2023.
- The Chair, Mr. Behn, declared that discussion in open meeting would be detrimental to the Trust's negotiating position.
- Ms Armitage seconded.
- Roll Call Vote: Armitage, Behn, Edinberg, Rauch, and Storm voted yes. Motion passes 5-0 with 5 being present.